



GILLINGHAM TOWN COUNCIL

GENERAL PURPOSES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of a meeting of the **General Purposes Committee** held on **Monday, 14th January 2019**, in the **Jubilee Room, Town Hall, School Road, Gillingham** commencing at **8.23 pm** (following Planning Committee meeting).

These minutes do not constitute a true record until ratified by Full Council.

Present: Cllr Mrs B Ridout (Chairman),
Cllr B Von Clemens (Deputy Chairman),
Cllr Mrs A Beckley, Cllr Mrs S Cullingford,
Cllr R Evill, Cllr M Gould, Cllr M Hill,
Cllr Mrs S Hunt, Cllr G Poulter,
Cllr J Robinson and Cllr Mrs D Toye.

Non-voting Members: Cllr P Harris.

Members of the Public: There was one member of the public present.

Members of the Press: There was one member of the Press.

In Attendance: Mrs C Ratcliffe, Deputy Town Clerk
Mr S Dobie, Works Manager
Mrs J Hawkins, Town Clerk (observing)

Cllr Walsh announced prior to the start of the meeting that Gillingham Town Council has been successful with its bid for Legacy Funding and a grant of £70k has been awarded for the Gillingham Gateways project. Several communities in North Dorset have also received grants for community projects. Cllr Walsh thanked everyone for their support with this bid and to Clare Ratcliffe, Deputy Clerk, for putting the bid together in a short timeframe just before Christmas. Cllr Walsh did not stay to attend the meeting.

Cllr Mrs Ridout welcomed everyone back after the Christmas recess and apologised for the late start of the meeting due to a Planning Committee that took much longer than anticipated.

365. Apologies.

There were no apologies.

366. To approve the minutes of the last meeting held on Monday 5th November 2018.

Cllr Von Clemens proposed that **“the minutes of the meeting held on Monday, 5th November 2018 were approved as a correct record of the meeting”**. Cllr Mrs Beckley seconded, and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

367. Questions. There were no questions.

368. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.

There were no disclosable pecuniary interests declared.

369. To receive working party reports for consideration and approval, if available:

a) Allotments and Burials

Cllr Mrs Toye, Lead Member, reported that no meeting has taken place recently. There was nothing to report this month.

b) Estate Management

Cllr Von Clemens, Lead Member, reported that the working party had met on Thursday, 10th January 2019 and a report of that meeting had been circulated prior to the meeting. The report contained seven recommendations. Please refer to Appendix A.

Cllr Mrs Hunt proposed that **“a project timeline and costings are prepared for the refurbishment of Marlott Road play area”**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“a recommendation is made to the Policy and Resources Committee that the current Green Flag sites (2 no.) are entered for Green Flag accreditation 2019/20 at a cost of £350 per site, total £700, to be financed from budget no. 7.01 GTC Management Plan Work”**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“a recommendation is made to the Policy and Resources Committee that POS Shires Gate and POS Shreen Meadow are jointly entered for Green Flag accreditation in 2019/20 (first time) at a cost of £350 to be financed from budget no. 7.01 GTC Management Plan Work”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

Cllr Mrs Hunt proposed that **“a recommendation is made to the Policy and Resources Committee that those sites entered for Green Flag 2019/20 are also entered for South West in Bloom Pride in Parks Award 2019 at a cost of £20 each, total £60, financed from budget no. 7.01 GTC Management Plan Work”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

Cllr Mrs Hunt proposed that **“the community litter pick takes place on Saturday, 16th March 2019”**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“a litter awareness article is prepared in-conjunction with Gillingham and Shaftesbury News March edition”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“a recommendation is made to the Policy and Resources Committee that staff/councillors (approximately 10 no. persons) attend the South West in Bloom Spring Seminar on Thursday, 28th February 2019, at a cost of £18 per delegate, total £180, to be financed from budget no. 8.21 staff training”**. Cllr Toye seconded, and the vote was unanimous. **RESOLVED.**

369. To receive working party reports for consideration and approval, if available (continued):

c) Festive Lighting

Cllr Von Clemens, Lead Member, reported that no meeting had taken place; he verbally reported that the event in December had gone well and a full report would be available next month. Cllr Gould congratulated everyone involved with the event and to those responsible for the festive lighting in the High Street. Events like this help to promote the town.

d) Health and Safety

Cllr John Robinson, Lead Member, reported that a health and safety inspection had taken place on 18th December with a representative from Ellis Wittham and a report is awaited. Inspections had also taken place with the Fire Service. Work is being undertaken to ensure compliance with health and safety regulations and progress is being made (see minute no. 372).

e) High Street Facilities.

Cllr Mrs Toye, Lead Member, reported that no meeting had taken place. It was reported that work commenced on the facilities just before Christmas and progress was being monitored by the Town Clerk and Works Manager.

f) Town Seating and Planted Areas.

Cllr Mrs Ridout, Lead Member, reported that a design for a feature seat to go in the High Street by the Oak tree has been received from Gillingham School. The next step is to work with a metal workshop to incorporate the design into a seat and obtain costings.

g) Traffic Management.

Cllr Mrs Ridout, Lead Member, reported that a meeting had been held on Wednesday, 12th December 2018 and a report of that meeting had been circulated prior to the meeting. Please refer to Appendix B.

The Works Manager reported that there appears to be a fault with the speed indicator device (SID) charging from the newly installed solar panels, which will need to be investigated with the supplier.

370. To consider setting up a Gillingham's Gateways working party to discuss improvements to Gillingham's gateway signage and landscaping of roundabouts.

Cllr Mrs Ridout was very enthusiastic about this project and referred to the email that had been sent to members prior to the meeting with details of the project. The project includes seven areas for improvement. The following members volunteered their services:

Cllr Gould,
Cllr Mrs Beckley,
Cllr Mrs Cullingford,
Cllr Harris,
Cllr Mrs Hunt,
Cllr Mrs Ridout,

Cllr Poulter,
Cllr Von Clemens,
Works Manager,
Deputy Clerk.
Total 10 members

Cllr Von Clemens proposed that **“a Gillingham's Gateways working party was convened as soon as possible”**. Cllr Mrs Hunt seconded, and the vote was unanimous. **RESOLVED.**

371. To receive and consider an update report on outreach youth work.

Cllr Von Clemens referred to the report on the outreach youth work in the town – RV Gillingham. The report contained two recommendations. Please refer to Appendix C.

Cllr Von Clemens enthused about this project, which he was very proud to be associated with. It now appears that the loan of a bus from South West Regional Assessment Centre will be used to facilitate Dorset Children's Centre as well as RV Gillingham. It is proposed that the bus will be located at the overflow car park at RiversMeet on a Thursday for use by the Children's Centre in the day and by RV Gillingham from late afternoon though to the evening.

Cllr Von Clemens proposed that **"The Rendezvous in partnership with Gillingham Town Council draft a press release on the work on RV Gillingham and the outreach youth work bus to be agreed by the Mayor prior to circulation"**. Cllr Mrs Hunt seconded. The majority were in favour. Cllr Hill abstained. **RESOLVED.**

Cllr Von Clemens proposed that **"a Service Level Agreement (SLA) between The Rendezvous and Gillingham Town Council is drafted and made available for consideration at the next General Purposes Committee to be held on Monday, 4th February 2019"**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **"the South West Regional Assessment Centre bus is granted permission to use the overflow car park at RiversMeet on Thursdays from 10am till 9pm for the purposes of delivering outreach work for the Dorset Children's Centre during the day and RV Gillingham from late afternoon till the evening"**. Cllr Mrs Hunt seconded, and the vote was unanimous. **RESOLVED.**

372. To receive and consider a progress report on the refurbishment of the GTC workshops.

Cllr Mrs Ridout referred to the report on the refurbishment of the GTC workshops that had been circulated prior to the meeting. The report contained three recommendations. The Works Manager summarised the report. Please refer to Appendix D.

Cllr Von Clemens proposed that **"the proposed specification of works as detailed in Appendix D(I) is agreed and three quotations are obtained, where possible, for consideration"**. Cllr Robinson seconded, and the vote was unanimous. **RESOLVED.**

Mrs Cullingford referred to the repairs to the heater and was concerned to learn that only one quotation had been received.

The Works Manager responded that he began sourcing commercial heating engineers six to eight weeks ago and despite discussion with three companies, only one quotation had been received.

Cllr Poulter was concerned that all costings should be received before agreeing to any expenditure as there had already been a decision made on the budget set aside for this project.

Cllr Von Clemens proposed that **"the decision to purchase a warm air unit, fire door and window unit and ancillary items were deferred until the next Policy and Resources meeting"**. Cllr Mrs Hunt seconded, and the vote was unanimous. **RESOLVED.**

373. To receive and consider a report on the purchase of battery powered hand tools.

Cllr Mrs Ridout referred to a report on the purchase of battery powered hand tools. The report contained one recommendation. Please refer to Appendix E. The Works Manager summarised the report.

373. To receive and consider a report on the purchase of battery powered hand tools (continued):

Cllr Von Clemens proposed that **“a recommendation is made to the Policy and Resources Committee that battery powered hand tools are purchased from Supplier no. 1 at a cost of £2,603.66 plus VAT and financed from budget no. 5.02 Replacement Small Plant Tools”**. Cllr Evill seconded, and the vote was unanimous. **RESOLVED.**

374. To receive a monthly report on the activities of Gillingham Direct.

Cllr Mrs Ridout referred to the Gillingham Direct report that was circulated prior to the meeting. Please refer to Appendix F.

375. Matters Pertinent.

There were no matters pertinent.

The meeting closed at 9.28 pm

Minute no. 369(b)

Gillingham Town Council

Estate Management Working Party

Thursday, 10th January 2019 at 9.15am

Present: Cllr Von Clemens (Lead Member)
Cllr Mrs Su Hunt
Mrs Clare Ratcliffe, Deputy Town Clerk
Mr Simon Dobie, Works Manager
Mr Bob Messer, Gillingham Action for Nature Group

Apologies: Cllr Mrs Belinda Ridout

1. Report from Works Manager

The works manager summarised work carried out by the grounds team over the last couple of months, as follows:

- 2 x items of new play equipment have been delivered for King John Rd play area and will be installed in the spring.
- All play areas have been inspected as per schedule
- Refitted bin along the footpath from the station to Newbury
- Buckingham Road waste bin has been destroyed and will need replacing
- Hedge flailing agreed for Shires Gate will be carried out by contractor before the nesting season starts and when weather permits
- The rotting knee-high fencing at Cherryfields has been removed
- Tree and hedge work has been done on several sites
- Manhole cover has been repaired at St Mary's closed churchyard
- The safer surface for the MUGA has been repaired by contractor at Gyllas Green
- Painting of offices and minor repairs carried out at Town Hall
- Design/specification for refurbishment of Workshop will be submitted to General Purposes Committee for consideration this month
- Festive lights were taken down and refurbished
- Servicing of machinery has commenced this month
- 1 x burial and 2 x cremations taken place
- Bulb planting at Fern Brook
- 1 x trailer is currently being refurbished
- Spring/summer bedding plants being ordered
- Work on attenuation ponds at Ham Farm commenced
- SID deployed but possible problems with battery charging from solar panel
- Refurbished a bench at MoS
- Fallen tree dealt with at King Edmund Green
- Works Manager and a member of the grounds team will be attending training for the new play area inspection app at the end of the month and also a 3-day training course to become operational play equipment inspectors.

2. Report from Deputy Town Clerk

- The Mayor and Deputy Clerk collected the DEFRA Bees Needs Award in early December at Kew Gardens
- Awaiting a response from a local resident who would like to donate a Walnut tree
- Older resident encountered destroying a hedge at Frog Hollow to form a footpath; gap in hedge will be filled with brushwood when hedge flailing is carried out nearby
- Green flag management plans being updated for submission by 31st Jan. Shires Gate and Shreen Meadow will be included this year for the first time
- Volunteer bulb planting sessions were not that well supported this year, but the weather was particularly wet and cold on both occasions

3. Report from GANG

- The planting of the community orchard at the end of November went very well despite bad weather. 24 x fruit trees were planted (6 x rows of 4 trees). £600 was received from the Tree Council's Windfall Project and £400 from Waitrose. There are sufficient funds to plant an additional 3 x Plum and 1 x Damson tree next autumn. There is still plenty of space to recreate the kick-about area elsewhere on this site this coming summer
- The Forest School at Topps Nursery continues to be popular and regular visits are made to POS Shires Gate and POS Shreen Meadow.
- A resident has donated money to plant a tree at Frog Hollow
- GANG does not wish to take on any big projects this year as they need to consolidate and keep on top of what they have done so far, especially at Withy Woods and Frog Hollow

4. Tree Works and Tree Condition Survey Report

The Tree Condition Re-survey 2018, which was agreed previously, has been completed. This will be reviewed by the Works Manager and Deputy Town Clerk and a specification of tree works prepared to enable quotations for tree work to be obtained.

The Deputy Town Clerk referred to a Tree Management Policy that she had seen and suggested that it was adapted for use by Gillingham Town Council. The policy details the importance of trees as an asset, inspection routine, tree care, tree roots, protected trees, use of tree guards, biosecurity, standards of tree pruning techniques, damage caused by trees, tree planting, aftercare and managing trees sustainably.

5. Play Areas and Repairs

Now money for the Marlott Rd play area has been put aside in the precept for FY 2019/20, proper costings will be obtained for its refurbishment along with a formal project timeline.

6. Community Work Days Programme 2019

It was suggested that a new approach is taken regarding Community Work Days.

Cllr Von Clemens suggested inviting community groups to attend a meeting at the Town Hall to tell them about volunteering opportunities in the town and to see whether they would be able to assist.

Volunteering would not be restricted to open spaces but also to help with any future South West in Bloom Pennant entry.

Note: Since the meeting Cllr Von Clemens has had a meeting with a new community interest company working with HM Guy's Marsh Prison. It may be that the Town Council could provide

an opportunity for prisons to learn horticultural / woodworking skills by raising plants from seeds and making bug hotels and bird boxes. More information to follow.

7. Date for Spring Litter pick

A list of dates was considered. It was decided that a community litter pick would be held on Saturday, 16th March 2019 - Gillingham in the morning and Milton on Stour in the afternoon.

It was suggested that Gillingham and Shaftesbury News are asked if they would like to do a litter awareness feature to coincide with the litter pick in March.

8. Any Other Business

- **Green Flag Award Signage**

The Deputy Clerk explained that Green Flag has reduced the cost of some of their signage. Currently, only two flags promote two of our sites as Green Flag standard.

The sign below could be used to promote more sites and inform people about the criteria for Green Flag sites. 5 x signs will cost £267.75 (£53.55 each).



- **Employ My Ability**

Employ My Ability are looking to expand experiences for their students and to get them off site and into the community. The students have learnt some horticultural skills and would like to take care of a couple of areas in the town and tend the areas as necessary. The Deputy Clerk/Works Manager will consider areas that may be suitable for this request. More information next month.

- **South West in Bloom – Pride in Parks Award**

The result of the South West in Bloom Pride in Parks Awards 2018 will be announced at the South West in Bloom Seminar on Thursday, 28th February at Chippenham from 10am till 4pm. The cost per delegate is £18 per person. Cllr Von Clemens suggested that a total of ten persons attend: five members of the grounds staff plus five others made up of staff/councillors. Please let the Deputy Clerk know if you wish to attend.

- **South West in Bloom Pennant Entry**

No discussion took place. A decision will need to be made at the next meeting.

- **Themed Flower Beds (Station Road and High Street)**

No discussion took place. A decision will need to be made at the next meeting.

9. Date of Next Meeting

The date of the next meeting is Thursday, 14th February at 9.15am.

10. Recommendations

- **That a timeline and costings are prepared for the refurbishment of Marlott Road Play Area.**
- **That the current Green Flag sites are entered for Green Flag accreditation at a cost of £350 per site to be financed from land management budget FY 2018/19.**
- **That POS Shires Gate and POS Shreen Meadow are jointly entered for Green Flag accreditation in 2019/20 (first time) at a cost of £350 to be financed from the land management budget FY 2018/19.**
- **That those sites entered for Green Flag 2019/20 are also entered for the South West in Bloom Pride in Parks Award 2019 at a cost of £20 each, total £60, financed from the land management budget FY 2019/20.**
- **That the bi-annual community litter pick takes place on Saturday, 16th March 2019.**
- **That a litter awareness article is prepared in conjunction with Gillingham and Shaftesbury News.**
- **That a staff/councillors attend the South West in Bloom Spring Seminar on Thursday, 28th February at a cost of £18 each, total £180 plus travel (2 cars), to be financed from the training budget FY 2018/19.**

Gillingham Town Council

**Notes of the Traffic Management Working Party
Held on Wednesday, 12th December, 4pm at the Town Hall**

Present: Cllr Mick Hill, Cllr Barry Von Clemens, Cllr David Walsh,
Cllr Belinda Ridout, Cllr Mike Gould, Cllr. Val Potheary,
PCSO Nicky Fear and Vicky Levy and
Mr Roger Bell, Community Highways Officer.

1. **Apologies:** Cllr Su Hunt. Cllr Paul Harris, who had expressed an interest to attend to discuss point 3, was unable to attend.
2. **Action/updates from Working Party meeting of 8th November 2018**
 - **Build out/prioritisation at Brewery Cottages – Action:** Cllr Gould & Cllr Hill to produce a report, with evidence, for submission to Highways
 - **Barnaby Mill traffic concerns. Action:** Roger Bell to organise an elderly people 'roundel' on the road as opposed to a sign to minimise street 'clutter' at this point.
 - **Boweridge Hill/Bay Road junction –** Roger Bell confirmed that 2 x SLOW markings have been installed on the east approach to the junction.
 - **Wyke Street –** traffic speeding concerns/pedestrian safety. It was agreed that there is very little that can be done about the speed of traffic approaching the traffic lights from the bend (it is a 30mph area) other than Police monitoring and feeding the concerns into the new traffic calming proposals for Gillingham.
Action: Cllr Ridout to respond to resident.
 - **Bay Road Bridge –**Highways do not erect mirrors because they tend to 'mist up' and cannot be relied upon. Mirrors are only to help, not to see. However, should a landowner agree to the erection of a mirror on their land, then that is a private matter.
Action: Cllr Ridout to respond to the resident.
3. **To consider 'Welcome to Gillingham' Road Sign options (1,2 & 3).**

Agreed recommendations:

- That the Town Council agrees to Option 3 for the 'Welcome to Gillingham' sign, Option 2 for the 'Twinned with....' sign and Option 2 for the 'sponsor sign'.
NB. As long as option 3, 'Welcome to Gillingham' sign is the same depth as options 1 & 2 and the edges are not too 'pointy'.
- That the site locations are agreed for: Site 1 B3081 Shaftesbury Road (nw/bound); Site 3, B3081 Wyke Road and Site 4, B3092 Peacemars Road (southbound).
- That the site location for Site 2, B3092 New Road, is agreed subject to view following the completion of the Southern extension and highway improvements.

To be noted that the Working Party was given the task to make recommendations on the signs as presented by the DCC Commercial Team, but it was strongly felt that the signs are not distinctive enough, lack character and should include reference to Gillingham's heritage, with text, colour and shape. The sponsorship element is not welcomed but understanding the necessity for its inclusion.

4. **SID (Speed Indicator Device) and pole locations update**

Cllr Ridout confirmed that the pole locations have been relocated on Wyke and New Road, as requested by DCC and the solar power units are to be connected up to the poles at Wyke Road, New Road and Peacemarth next week. The SID will then be operational.

Update 8.1.19: 3 x solar units have now been installed and the SID is operational on a 4-weekly rota between the 3 locations (as now recommended by DCC).

5. **PCSO updates/new items**

- **Shaftesbury Road.** Speed camera request – Police confirmed this has been requested.
- **Bay Lane junction, Bay Road.** Reporting of a grey van parked on the junction. Police have not had any other reports but will check the vehicle. If considered to be a traffic hazard, the owner will be asked to move the vehicle.
- **Gyllas Way.** Small flatbed truck parked just off the roundabout. Police confirmed that they have investigated, the vehicle is not parked illegally (no TRO's and far enough away from the roundabout). To continue to monitor and will ask the owner to move the vehicle if it is considered to be a traffic hazard. Update: 08.01.19: flatbed truck has disappeared.
- **Horsefields.** Concerns re visibility at this junction. **Action: Roger Bell** to investigate dropped kerbs and road markings.
- **Rolls Bridge.** Report of a low loader and vehicle parked by Primrose Close. Police have investigated, the low loader is parked legally (no TRO's in this area). The vehicle has since been loaded onto the low loader. The rubbish has been reported. Police to monitor and should the low loader become a traffic hazard, the owner will be asked to move it.

6. **Any Other Business**

- **New Highway improvements proposed for Gillingham.** A list of traffic concerns affecting the main highway has been drawn up in preparation for the meeting with the Highways Transport Planning Team scheduled for early in the New Year. (see attached)

Gillingham Town Council

Traffic Management Working Party

Highways concerns affecting Le Neubourg Way and Newbury

The following is a list of concerns that has been prepared by the Traffic Management Working Party ahead of a meeting with the Highways Transport Planning Team scheduled shortly.

- Lack of light controlled Pedestrian crossings – particularly ASDA side of Le Neubourg Way/Station Road, e.g. for people trying to get to the railway station from Chantry car park (near Waitrose)
- Traffic speed between roundabouts
- Turning into Lower and Upper Station Road – requests for filter light
- Traffic light 'jumping' at junctions, particularly Le Neubourg Way/Station Road.
- Queues along Le Neubourg Way which has a knock-on effect on connecting roads, i.e. Wyke Street and pedestrian safety, footway and crossing the road.
- Waitrose junction.
- Congestion of Lower Station Road and Newbury, turning down towards Hardings Lane.
- State of road from Newbury through to Shaftesbury Road

Gillingham Town Council

RV Gillingham – outreach youth work project

Author: Mrs Clare Ratcliffe, Deputy Town Clerk

On Thursday, 13th December 2018, Cllr Von Clemens, the Deputy Town Clerk and PCSO Nicky Fear met with Helen De Silva Wood and Jemma Turner of The Rendezvous¹ to hear about the progress of the outreach youth work in Gillingham – RV Gillingham².

1. Update on Current Work

Outreach work continues as normal and evidenced by confidential monthly reports. RV Gillingham³ has established a level of trust with the young people and counsel young people on issues such as: bereavement (especially following the death of a well-respected teacher at Gillingham School), the importance of attending college regularly, dangers of accessing vacant properties, health and wellbeing, illegal drugs, substance misuse and addiction, mental and sexual health. The number of young people seen each week varies depending on weather conditions. The average age of the young people seen is between 15 to 17 years.

RV Gillingham reported that since the incident of the 'River Kids' at Barnaby Meadow during the very hot summer months, the young people now have a better understanding of RV Gillingham and the work they do and, most importantly, that RV Gillingham is not staffed by undercover police officers!

RV Gillingham emphasises to young people and, where necessary to the community, that the project is funded by the Town Council to help adolescents (many of whom find it difficult to engage with others) deal with the many challenges that they face on their journey through to adulthood.

RV Gillingham has forged good working relationships with Gillingham School and the police, which has helped enormously in dealing with some very some difficult individuals.

The current senior youth worker, Jemma, is supported by a volunteer trainee youth worker following the departure of the paid youth worker, Jaz. Recruitment is underway for a new paid youth worker to join the RV Gillingham outreach team, preferably a local person to reduce travelling costs.

2. Grant Applications

The Rendezvous has been very successful with grant applications to enhance outreach youth work in Gillingham, as follows:

- **Safer Dorset, Community Fund**

A grant from Safer Dorset Community Fund was secured in October and will be used to help fund a temporary loan of a specialist equipped bus from SWRAC (South West Regional

¹ The Rendezvous is a charity based in Sherborne specialising in youth work.

² RV Gillingham is the name given to the outreach reach youth work project based in Gillingham.

Assessment Centre) based at Merley House near Wimborne. Web link: <http://swrac.co.uk/training-organisation-teaching-mentoring>.

The bus is equipped with a general seating area, coffee machine, printer, wi-fi, a generator, seating for 6 plus 1:1 space for private meetings, an awning and a TV screen. The bus will be based in Gillingham and used by RV Gillingham along with other organisations in North Dorset (such as the Children's Centre). RV Gillingham hope to have use of the van from Thursday, 24th January 2019 onwards.

A press release will be prepared by The Rendezvous ahead of the official launch of this new initiative to advertise what the bus can offer and to invite young people, parents and members of the community to meet the team. The bus will have signage to inform the public that the RV Gillingham is supported by Gillingham Town Council.

- **Government Tax Community Tampon Fund**

A grant was obtained from the Government Tax Community Tampon Fund to tackle sexual health and relationship issues amongst young people in Gillingham. The fund is heavily over-subscribed each year and The Rendezvous must be congratulated for securing funds to carry out this work.

3. Future Arrangements

Cllr Von Clemens has suggested that a Service Level Agreement (SLA) is drafted between Gillingham Town Council and The Rendezvous, especially as the outreach youth work project in Gillingham is proving such a success and the partnership is working well. A formal SLA will be mutually beneficial to outline and detail the services to be provided by The Rendezvous, the remuneration to be received for the outreach youth work, a review date and termination clause.

4. Recommendations

- **That The Rendezvous in partnership with Gillingham Town Council draft press release on the work of RV Gillingham and the outreach youth work bus to be agreed by the Mayor prior to publication.**
- **That a Service Level Agreement (draft document) between The Rendezvous and Gillingham Town Council is made available for consideration at the next General Purposes Committee to be held on Monday, 4th February 2019.**

Gillingham Town Council

Alterations to Town Council Workshops

Authors: Mr Simon Dobie, Works Manager and Mrs Julie Hawkins, Town Clerk

1. Background Information

- **Building Work**

At the meeting of Full Council held on 26th November 2018 it was agreed that **"units 11 and 12 are refurbished immediately, including a mezzanine floor, using funds not to exceed £25,000 and financed from budget no. 6.03 – New Works Depot"**. This is recorded under Minute No. 593

In November 2018 the Fire Service carried out a fire risk inspection.

On Wednesday, 18th November 2018, an inspection was made by Michelle Mitcham, Senior Health and Safety Consultant for Ellis Whittam Ltd.

Following consultation with Michelle Mitcham, the Fire Service and the GTC Health and Safety Working Party, a specification has been drawn up by the Works Manager for the required work. Please see **Appendix I**.

- **Heating**

In addition to the work detailed at Appendix I, it will be necessary to decommission and remove the existing warm air unit and replace with a new warm air unit, flue and swivel bracket.

Three contractors have been asked to quote for the work.

Contractor A: £4,120.00 Plus VAT

Contractor B: Unable to quote

Contractor C: Unable to quote

The quotation provided by Contractor A is detailed at **Appendix II**.

- **New door and window**

The Fire Officer has advised the council that a new fire exit door and window will be needed to the front of Unit 12. Three companies have been asked to quote for the work.

Contractor D: £ 998.33 plus VAT

Contractor E: £1,026.00 plus VAT

Contractor F: No return

- **Ancillary Items**

During the Health and Safety inspection the Works Manager was informed of additional ancillary items that will need to be purchased to the value of £6,535.64. These are listed at **Appendix III**.

2. Recommendations

- **The proposed specification of works as detailed in Appendix I is agreed and three quotations are obtained for consideration.**

The following recommendations are made to the Policy and Resources Committee:

- **Contractor A is employed to decommission and remove the existing warm air unit and replace with a new warm air unit, flue and swivel bracket.**
- **Contractor D is employed to supply and fit one door and one window to the front of Unit 12**
- **The ancillary items listed at Appendix III are purchased in line with the town council's adopted Financial Regulations.**

Specification of Works – Appendix I

Gillingham Town Council

Proposed Specification of Works / Quotation
Refurbishment works to Gillingham Town Council Workshops -
Unit 11 / 12 Old Market Centre SP84QQ

Remove existing electrical installations. Dismantle and remove timber joist ceiling section to the front of unit 11 and demolish redundant concrete block walls. Remove redundant timber stud walls in both unit 11 & 12 and remove the plasterboard ceiling to unit 11 mezzanine. Dismantle mezzanine floor in unit 12 and relocate into the front section of unit 11. Patch and repair First floor in unit 11 closing the redundant floor hatch. Build stud walls as to the plan on the 1st floor of unit 11. Remove section of existing mezzanine in unit 11 to allow head room for stairs. Install mezzanine stairs. Install new electrical connections into unit 12 (workshop) unit 11 ground floor (vehicle store) and 1st floor in unit 11 (mess room, shower room, cloak room, office and laundry).

Item No.	Description of Work	Price £
1	Isolate electricity supply to both units 11 and 12 at the fuse board. Remove existing Lights, Sockets, redundant cables and ducting. All units that are in a serviceable condition to be saved for reuse during the project.	
2	Dismantle and remove existing stud partition walls to the 1st floors in both unit 11 and 12 and remove waste from site.	
3	Dismantle and remove front, first floor section to unit 11 and demolish and remove the now redundant concrete block partition walls as shown in blue on the plan.	
4	Remove the trap door in unit 11 mezzanine floor and in-fill with floor joists and tongue and groove floor panels to match existing. Cut front corner section in ceiling to allow head room when new stairs are installed.	
5	Dismantle mezzanine floor located in unit 12 and install in to the front section of unit 11. Some additional floor supports may be needed, and a corner upright post of the mezzanine will require moving and redrilling (approx. 4ft) to allow installation over the existing toilet area. install the stairs to the floor and secure the all section to the floor with 4" concrete bolts.	
6	Build new timber stud partition walls to 1st floor of unit 11 as shown on the plan. Construction to be 100mm x 50 mm CLS timber with 100 mm rock wall insulation. Walls to be lined with 12.5 mm plasterboard and finished with a skim coat.	
7	Installation of cold water feed pipe work to 1st floor, waste pipe work and electric cable runs to be installed to service 1st floor installations. Positions to be advised.	
8	Supply and install door frames, skirting board and internal windows to rooms on 1st floor. Doors will be provided by GTC.	
9	Ply line floor area in shower room and line walls with waterproof plasterboard to achieve good surface for tiles. Install shower tray, surround, and an electric cold fed shower.	
10	Supply and Install kitchen units and worktop to mess room and laundry area.	
11	Tile shower area and splash back to worktops in mess room and laundry area.	

12	Install new lighting, emergency lighting, plug sockets, switches, isolation points and two three phase points to units 11 & 12 as instructed.	
Total Ex. VAT		
Total Inc. VAT		
<p align="center">Health and Safety The following documents will need to be supplied with completed specification.</p>		
Item No.	Document	Enclosed (Please tick)
1	Certificate of Public Liability Insurance of £10m indemnity.	
2	Method Statement for each aspect of the project.	
3	Copy of your written Health and Safety Policy.	
4	Completed Risk Assessment Forms (example supplied).	
5	Certificates of Competency / training for equipment operators.	
6	Copies of site safety training certificates ie: CITB card etc.	
7	Test certificates of machinery being used on site.	
8	Details of hazardous substances being brought onto site.	
9	The completed contractor declaration (copy supplied).	
10	Any other information relevant to safe completion of this project.	

Company Details	
Company Name:	
Person completing quotation:	
Signature:	
Date:	

Minute no. 372

Workshop Heating – Appendix II

Following our recent survey (*CONTRACTOR A*) is pleased to provide the following quotation regarding the replacement warm air unit, at the council workshop, Old Market Centre.

Price includes all labour and materials unless stated.

Price is subject to VAT.

- To decommission and remove existing Warm air unit boiler and brackets.
- Supply and install Powrmatic LMV warm air unit. Complete with new flue and swivel bracket. Flue to terminate through existing flashing onto roof.
- Connect to existing gas line in property.
- Supply and install Powrmatic controller. Provide electrician for wiring purposes.
- Commission and test in accordance with Manufacturer's instructions.
- Dispose of all waste material from site.

Total price: £4,120.00 Plus VAT

Minute no. 372

Workshop Refurbishment – Appendix III**Ancillary Items as required under Health and Safety Regulations**

Items required	Amount required	Price each	Price
Lockers	8	£49.99	£ 399.00 + VAT
Workshop ventilation	1	£414.55	£ 414.45 + VAT
Workshop alarm upgrade	1	£297.55	£ 297.55 + VAT
Fuel cabinet	1	£335.00	£ 335.00 + VAT
Empties bin	1	£381.00	£ 381.00 + VAT
COSHH cabinet	1	£397.00	£ 397.00 + VAT
Office / Mess heating cooling	2	£133.33	£ 266.66 + VAT
Diesel tank	1	£1,495.00	£1,495.00 + VAT
Fire alarm system		Quotations to be sought after build	
Fire door panic latches	2	£99.99	£ 199.98 INC VAT
Diesel compound	1		£2,350.00 + VAT
Total			£6,535.64

Gillingham Town Council

Report on Battery Powered Hand Tools

Author: Mr S Dobie, Works Manager

1. Background

During the meeting of the General Purposes Committee held on Monday, 5th November 2018, minute no. 358, the provision of battery powered hand tools was discussed. The purchase of the tools was agreed 'in principle' but further quotations were required.

Three quotations for professional battery powered hand tools have been obtained; two quotations are for equipment made by Husqvarna and the other made by STIHL.

2. Equipment Required

The suppliers were asked to quote for:

2 X brush cutters
1 x long arm hedge pruner
1 x blower
6 x batteries
2 x chargers and
1 x Battery Box.

The equipment has been demonstrated. The grounds team prefer the Husqvarna equipment. The STIHL range is not as robust and not waterproof and probably more suitable for domestic use.

3. Quotations

- Supplier 1: ((Husqvarna) - £2,603.66 + VAT
- Supplier 2: (Husqvarna) - £2,785.00 + VAT
- Supplier 3: (STIHL) - £2,049.00 + VAT

Note: The RRP for Husqvarna equipment is £2,666.66 plus VAT.

4. Recommendations

That battery powered hand tools are purchased from Supplier no. 1 at a cost of £2,603.66 plus VAT and financed from budget no. 5.02 Replacement Small Plant Tools (current balance £4,453.71).

Minute no. 374

Gillingham Town Council**Gillingham Direct 21st October 2018 - 9th January 2019**

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	A bad of rubbish was dumped in a ditch along Field Lane, Milton on Stour.	DWP FT93965455
2	A street light is not working in St Mary's Place.	SSE 11435
3	The road surface around the drain on Newbury Bridge has sunk.	DCC 1112657
4	Uneven pavement along Wyke Road near the crossing.	DCC 1112785
5	Missed bin collection from Casterbridge Close.	DWP MC 94603049
6	Raised paving slabs outside Nourish in the High Street.	DCC 1113067
7	Pothole in the pavement outside the barbers in Station Road.	DCC 1113069
8	Abandoned bicycle left opposite 60 Horsefields.	
9	Vision is obscured by overgrown vegetation as you exit Sydenhams onto the roundabout on the Shaftesbury Road.	DCC 1113355
10	Noisy motorbikes were reported in the field behind Oak Woods	Reported to Dorset Countryside/Dorset Police.
11	Litter bin overflowing in the layby along the Shaftesbury Road	DWP
12	Fly tipping in Chantry car park. Cothes bank has been broken into.	DWP
13	There is a build-up of waste material on the field next to Bay Bridge.	PLNG ENF FS CASE 97390691
14	Road and pavement flooded at the New Road / Brickyard Lane junction.	DCC 1114104
15	Footpath blocked N64/47 between Little Gems nursery and the railway line.	Dorset Countryside notified.
16	The disabled door at the High Street toilets has been vandalised.	Dorset police 55180194097
17	Road and pavement flooded at New Rd and Brickyard La junction.	DCC 1114788
18	Water coming out of the manhole outside Milton Croft, Milton	DCC 1114785
19	The sign at Hawthorn Avenue has been knocked over.	DCC 1114787
20	The verge opposite Hilmar Drive at Broad Robin has been damaged.	DCC 1114783
21	Potholes along Kendalls Lane.	DCC 1114778
22	The road edges are breaking up along Slodbrook Lane.	DCC 1114780
23	Dog mess outside High Street Post Office and Maclachlan Solicitors.	GTC
24	Pothole on Mapperton Hill	DCC 1115056
25	Abandoned lorry at Rolls Bridge reported to the DVLA for no Tax	
26	Abandoned Ford Focus park along Rolls Bridge Way	DWP AV 99634990
27	Request to cut back vegetation Le Neubourg Way/Church View.	Dorset Countryside.

74 Replacement recycle bins have been collected.